UNITED
NATIONS

ST

Secretariat

ST/IC/1993/53
21 September 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: INTRODUCTION OF A NEW PERSONNEL ACTION NOTIFICATION FORM IN CONNECTION WITH THE IMPLEMENTATION OF IMIS RELEASE I AT HEADQUARTERS

1. A first release of the Integrated Management Information System (IMIS) will become operational on 24 September 1993. The objectives of the IMIS project are to provide management with a comprehensive, timely and accurate view of the United Nations assets and liabilities, to facilitate the work of those responsible for administering staff and funds and to provide the Organization with the capacity to handle an increasing administrative workload while containing costs, simplifying procedures, improving information flow and reducing delays. As of 24 September 1993, all the personnel actions for staff members occupying established posts and temporary posts, excluding general temporary assistance and temporary assistance for meeting posts, will be processed by Executive Offices, the Staff Administration and Monitoring Service, Office of Human Resources Management (OHRM), and the Field Operations Division through IMIS.

2. The purpose of this circular is to inform the staff that a new IMIS-generated form, designated Personnel Action Notification IMIS.01 (9-93), will eventually replace, for administrative purposes, the Personnel Action (P.5) form that is currently used. The new form will be in five copies, as indicated in the legend on each page. A sample of the form appears in the annex to the present circular. The new form will reflect the personnel transactions performed in IMIS. It is designed to display relevant information in blocks, such as "Appointment"; "Nationality/Visa status"; "Post incumbency"; "Dependants' information"; "Leave status" and "End of service". Only the block(s) with new or changed data will be displayed. Any data existing before the corresponding personnel action (PA) will also appear next to the new or modified data in the same block or blocks displayed to provide the necessary comparison to the staff member. As the IMIS system will not determine, for the time being, the entitlements of staff members, the last page of the form will initially be incorporated manually, whenever applicable.

3. The system will generate automatically, on the first page of the form, the "header" information, which will include the staff member's name and index number; the PA type and number; the effective date of the PA, dates of the approval, request and processing of the PA; the approving officer; remarks; and the duty station. Only part of the "header" information, i.e. the staff member's name and index number, and the PA type and number, will be repeated on each of the following pages, if any.

4. IMIS contains data converted from other electronic data files. Not all the information required in IMIS may have been available upon conversion. It is therefore extremely important that during this transitional period staff members review carefully their copies of the form to make sure that all the data fields are reflected accurately. If a staff member considers that a discrepancy exists, he or she should immediately bring the matter to the attention of either the Personnel Officer or the Executive Officer concerned, who will then take the necessary action to address the matter.

5. A copy of the Personnel Record, which will replace the current "fact sheet", will be given to all staff members maintained in IMIS in due course, for further review and verification.

6. Staff members who wish to familiarize themselves with the scope and functions of IMIS may attend the projections of two video tapes, "IMIS Overview" (30 min.) and "Release I Business System Overview" (30 min.), which will be held at 1.45 p.m. and 2.15 p.m. every Tuesday and Thursday, respectively, in Room DC2-1820. In view of the limited number of seats available, staff members are requested to call Ext. 3-1931 in advance to reserve a seat.

ANNEX

Date: 13/09/1993 PERSONNEL ACTION NOTIFICATION Page: 1

Staff Member ID: Testing,Imis M. / Ms. 4
PA Type: Initial Appointment PA Number: 5469
Effective: 01/10/93 Requested: Processed: 13/09/93
Approved: 13/09/93 Approved by:
PA Remarks:

Duty Station: New York

		NEW/CHANGED DATA	PREVIOUS DATA
PERSONAL INFORMATION:			
Last Name	*		Testing
First Name			Imis
Middle Name			Mary
Maiden Name			
Sex			Female
Date of Birth	*		01/01/1948
Place of Birth			Tokyo
			Japan
Marital Status			Single

* data to be verified

GRADE/STEP:	
Regular Grade/Step	P-3/I
Grade Eff Date	01/10/1993
Next Step Date	
Accelerated Increments	No
Seniority in Grade	01/10/1993
SPA Grade/Step	
Grade Eff Date	
Next Step Date	
Expiry Date	
Temporary Grade/Step	
Grade Eff Date	
Next Step Date	
Expiry Date	

Copy 1 - OHRM - Personnel Record Unit
Copy 2 - OPPBF - Accounts Division
Copy 3 - Pension Fund
Copy 4 - Executive Office
Copy 5 - Staff Member

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Date: 13/09/1993 PERSONNEL ACTION NOTIFICATION Page: 2

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Staff Member ID: Testing,Imis M. / Ms. 4
PA Type: Initial Appointment PA Number: 5469

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	NEW/CHANGED DATA	PREVIOUS DATA
APPOINTMENT:		
Secretariat EOD Date	01/10/1993	
Functional Title	Recruitment Officer	
Appointment Type	Fixed-Term	
Appointment Status	Geographical	
Rule Series	100	
Effective Date(incl. travel)	01/10/1993	
Expiry Date	30/09/1995	
Review Date		
Remarks		
Part Time %		
Begin Date		
End Date		
Duty Station	New York	
Place of Recruitment	TOKYO Japan	
International Recruit Ind	Yes	
Effective Date	01/10/1993	
Professional Domicile		
Effective Date		
International Benefits Ind	Yes	
Effective Date	01/10/1993	
Expiry Date	30/09/1995	
Place of Home Leave	TOKYO Japan	
Recruitment Status		
Releasing Org/Gov't Name		
Effective Date		
UNJSPF Participation	Yes	
UNJSPF Member Date	01/10/1993	
UNJSPF Exclusion Reason		

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Date: 13/09/1993 PERSONNEL ACTION NOTIFICATION Page: 3

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Staff Member ID: Testing,Imis M. / Ms. 4
PA Type: Initial Appointment PA Number: 5469

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	NEW/CHANGED DATA	PREVIOUS DATA
NATIONALITY/VISA:		
Nationality		
Visa Status	G4	
Country of Permanent Resid		
Waiver Signature Date		
Tax ID Number		
Tax Country		
POST INCUMBENCY:		
Cheque Distribution Code	111	
Office Code	222	
Post Incumbency Type		
Post Number	9125	
Old Post Number	OGA41843TP-3001	
Post Budget Line	OG-0192-4043--102-	
Organization	amohrm	
Incumbency %	100.00	
Job Description Number		

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Date: 13/09/1993 PERSONNEL ACTION NOTIFICATION Page: 4
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Staff Member ID: Testing,Imis M. / Ms. 4
PA Type: Initial Appointment PA Number: 5469
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ENTITLEMENTS:

BASE SALARY (GROSS):
POST ADJUSTMENT*:
DEPENDENCY ALLOWANCE (subject to presentation of documentary evidence)

	Name	Amount	Disability
Sp.			
Ch.			
1.			
2.			
3.			
4.			
5.			
6.			

Secondary Dependent**
Secondary Dependent Amount

MOBILITY & HARDSHIP ALLOWANCE:
Position in Matrix for Payment Purpose
Review Date for Eligibility
Review Date for Reduction in Mobility Element
Non-Removal**

NON-RESIDENT ALLOWANCE**:
LANGUAGE ALLOWANCE***:
SALARY DIFFERENTIAL**:
REPRESENTATION ALLOWANCE:

DAILY SUBSISTENCE ALLOWANCE:
ASSIGNMENT GRANT****:
REMOVAL**:
FIRST HOME LEAVE EFF DATE:
REPATRIATION GRANT EFF DATE:

* Enter Single, Dependency or None
** Enter Yes or No
*** Enter One or Two
**** Enter DSA or Lump Sum

REMARKS:

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